

This form is used to support an application for appointment as a:

- warrant of fitness inspecting organisation (IO)
- certificate of fitness IO
- new light entry IO
- new light entry vehicle compliance inspector (VCI)
- heavy vehicle specialist certification: local manufacturer IO.

Each key person in your organisation must complete this form and submit it with the main application.

Please check the main application form to confirm who needs to complete this form for each appointment type.

Please be aware that we reserve the right to ask for a fit and proper person form and a Ministry of Justice criminal record check when assessing any application (like adding a site to your appointment or relocating your site). We'll tell you if we need this.

[Information about the Ministry of Justice criminal record check](#)

### Legal entity details

\*Please enter the same legal entity or applicant name that was entered on the main application form.

These details support the application appointment for\*

Registered company number or NZBN (if applicable)

Site ID (if applicable)

### Personal details

Complete all fields.

Full name

Are you or were you known by any other names? (name changed by deed poll, marriage, alias)

What is your role in the applying organisation?

For example, Director, Manager, shareholder, name of role/position.

Phone number

Mobile number

Date of birth

Email address

Physical address

  

Postal address (if different from physical address)

  

New Zealand driver licence number

If you answer 'yes' to any of these questions please list all previous offences/convictions including traffic infringement notices either in New Zealand or overseas and also include any charges pending.

If further space is required attach separate sheet(s).

If you're sending us your criminal record check from the Ministry of Justice, you don't need to list the offences that appear on that report. You can use the space provided to tell us more about any offences on the report.

**Are you currently appointed as an inspecting organisation, vehicle inspector or specialist certifier?**

No You must send us your criminal record check from the Ministry of Justice with this application

Yes Provide your appointment number or certifier ID \_\_\_\_\_

If you're applying for reappointment as an IO, you must send us your criminal record check from the Ministry of Justice with this application.

For all other application types, you don't need to send us your criminal record check with this application (but we reserve the right to ask you for one)

**Have you ever been convicted of any criminal offence either in New Zealand or overseas?**

No

Yes (provide details below)


**Have you ever been convicted of any traffic offence either in New Zealand or overseas?** (including speed/safety camera infringements, vehicle impoundment, roadside suspension or any other traffic offence except parking infringements)

No

Yes (provide details of the offences - nature of offence and penalty)


**Do you have any charges pending for criminal or traffic offences either in New Zealand or overseas?**

No

Yes (provide details of the offences - nature of offence and penalty)


**Have you ever been declared bankrupt?**

No

Yes (list dates of discharge)

--

**Applicant fit and proper person information (cont.)**

Have you ever been involved in the management or control of any company that has been placed in receivership or liquidation?

- No
- Yes (provide details)


**What we do with your information**

Collection of this information is authorised by Land Transport Rule: Vehicle Standards Compliance 2002. All information contained in your application form will be held by NZTA and treated as confidential subject to the Official Information Act 1982 and Privacy Act 2020.

You are entitled to access, and request the correction of, any readily retrievable personal information held about you by NZTA. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing us at [info@nzta.govt.nz](mailto:info@nzta.govt.nz)

**Consent and declaration**

To the best of my knowledge and belief, all the information I've given for this application is true and correct.

I authorise NZTA to make all enquiries as to my character and suitability to operate an inspecting organisation or vehicle compliance inspector appointment for the purposes of this application and for the term of my appointment as an inspecting organisation or vehicle compliance inspector (under the Official Information Act 1982 and the Privacy Act 2020).

(See the [Vehicle Inspection Portal Applications section](#) for further information about the enquiries we may make or the other relevant persons or authorities we may contact.)

I consent to the disclosure by NZTA to the applicant named in this form of all information considered by NZTA in accordance with this fit and proper person disclosure and consent.

**Applicant's signature**

**Date**